



DEPARTMENT OF THE ARMY
HEADQUARTERS, AREA II SUPPORT ACTIVITY
UNIT #15333
APO AP 96205-5333

REPLY TO
ATTENTION OF:

IMKO-AB-PL-LO

10 August 2005

COMMAND POLICY # 5-5

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Non-SOFA Plated Vehicle Safety Decal Program

1. REFERENCES: See appendix A.

2. PURPOSE:

a. To establish policies and procedures for issuing vehicle Bar-coded Safety Decal to Non-SOFA plated vehicles for access to Area II installations.

b. To implement the provisions of USFK Reg 190-7, Ch 3, Control of Non-Status of Forces (SOFA) Vehicles in Area II.

3. APPLICABILITY: This Command Policy applies to all personnel sponsoring an individual for or utilizing a vehicle decal for access to Area II installations.

4. ABBREVIATIONS AND TERMS: Abbreviations and special terms used in this Command Policy are explained in the glossary.

5. RESPONSIBILITIES:

a. The Area II Commander is overall responsible for installation access in Area II. The only approval authority in Area II for vehicle Bar-coded Safety Decal is the Area II Commander's designated representative, the Deputy Garrison Commander. The only exceptions are for the ADCoS, USFK for Distinguished Visitors.

b. Area II Law and Order Officer -

(1) Is the designated representative of the Area II Commander and has supervisory responsibility over the Area II Decal Program.

(2) Is the Area II Point of Contact for this Command Policy.

(3) Ensure gate guards control installation access through enforcement of the provisions of Area II Command Policies and USFK Reg 190-7.

IMKO-AB-PL-LO

SUBJECT: Non-SOFA Plated Vehicle Decal Program

c. Deputy Garrison Commanding Officer-

(1) Is the designated representative of the Area II Commander and acts as the approval authority for requests made to the Area II Commander IAW this Command Policy or USFK Reg 190-7.

d. Area II PMO -

(1) Has no approval/disapproval authority.

(2) Issue vehicle Bar-coded Safety Decal , appropriate installation, and expiration date decals after an application is approved by the Deputy Garrison Commander.

(3) Provide a monthly report, broken down by sponsor, on the number of decals to the Area II Law and Order Officer.

e. Commanders/Directors of Tenant Activities listed in Para 6. b. (1) (2):

(1) Comply with the provisions of this Command Policy and USFK Reg 190-7.

(2) Establish signature authority with Area II through DD Form 577 (Signature Card). Sponsors may delegate signature authority to a designated representative. Decal requests without proper signature are returned to the sponsor for corrective action.

(3) Ensure that only US government employees assigned to the sponsor's activity process decal applications.

(4) Ensure all personnel sponsored have a recurring official business requirement to enter the installation. Sponsorship should be limited to the sponsor's duty installation and alignment to their functional area of responsibility.

(5) Maintain a record of personnel sponsored. This record will include the vehicle Bar-coded Safety Decal number, the name of the individual sponsored, their social security number or Korean ID number (KID), reason for issue and date decal was terminated or surrendered.

(6) Maintain positive contact with individuals sponsored and ensure that decals are confiscated and turned into the Pass and ID section when voided.

(7) Ensure signature card is updated and sponsorship of decal holders is transferred prior to the departure of an individual designated as a unit/activity sponsor.

IMKO-AB-PL-LO

SUBJECT: Non-SOFA Plated Vehicle Decal Program

(8) Clear the Area II PMO Pass and ID office before permanent change of station or end of tour of service to ensure turn-in of all access media on individuals sponsored or transfer to another sponsor (see appendix B). When a transfer of sponsored personnel does not occur between the incoming and outgoing sponsors, the incoming sponsor has sixty (60) days upon arrival in which to assume sponsorship responsibility of those personnel authorized access media by the outgoing sponsor. If sponsorship hasn't been transferred within 60 days, those decals sponsored by the outgoing sponsor will no longer be valid.

f. CCK:

(1) Ensure contracts specify the type and number of contractor furnished vehicles that are to be issued decals (if not specified in the contract, then no decals will be issued to that contractor).

(2) Ensure contracts contain a provision for the return of all access media issued to a contractor before final payment is made.

(3) Forward approved contractor decal applications to the Area II Law and Order Officer for processing.

6. POLICY AND PROCEDURES:

a. The vehicle Bar-coded Safety Decal is the only authorized vehicle registration access media for non-SOFA plated vehicles in Area II. NOTE: DD Form 2220 (Department of Defense Registered Vehicle Decal) is no longer issued by local Area or the USFK Pass & ID /VRO Offices. Only the Bar-coded Safety Decal and installation/area tabs will be displayed on authorized vehicles. The vehicle registration decal will be used to register POVs and contractor vehicles that are not authorized SOFA license plates, but require continuing access to Area II installations for recurring official military business. Vehicle Bar-coded Safety Decal is only an access media for a vehicle, it does not grant any escort privileges.

b. Requests for decals will be generated using USFK Form 195 by U.S. O-6/U.S. civilian equivalent or above commands/directorates/staffs/agencies designated below.

(1) Commanders of Major Subordinate Commands (MSC) and component commands.

(2) Staff Principles, J1, J2, J3, J4, J5, J6, CINC XO, A/DCS, Special Advisor (SA) to the CINC, SA to the Deputy Commander, Chaplain, DRM, ENG, JAG, PAO, CofS EUSA, EMBASSY, FOB-K, JUSMAG and SUSLAK and AAFES.

IMKO-AB-PL-LO

SUBJECT: Non-SOFA Plated Vehicle Decal Program

c. US Armed Forces retirees, reservists, and widows of retirees may submit applications for Area II decals directly to the Deputy Garrison Commander for approval.

d. The Deputy Garrison Commander is solely responsible for approving decal requests. CCK may approve decal requests (with Area II oversight) specifically required to execute a contract. Contractor approved decal applications will be processed through the Area II Law and Order Office.

e. All contractor requests, other than through CCK, will be forwarded by the sponsor to the Area II Commander for approval.

f. Sponsors will forward decal requests, with full justification IAW USFK Reg 190-7, to the Area II Commander. The Area II Law and Order Office will review documents and justification and make a determination whether or not to approve the decal request.

g. Sponsors will specify which installation(s) access is requested to (e. g. Main Post, South Post, Camp Market, K16, etc.), days of week of access. Sponsorship should be limited to the sponsor's duty installation and alignment to their functional area of responsibility.

h. Upon approval of application, the vehicle Bar-coded Safety Decal will be issued to KN and third country direct hire personnel officially employed by U.S. Government activities at an installation in the grade of KGS-7/KWB-9 or above. This grade requirement applies to NAF, AAFES employees, and ROK-CFC civilian grade equivalents. Contract employees, employed for six months or longer may also be issued vehicle Bar-coded Safety Decals. The designated representative of the command or directorate where the individual is employed will sponsor him/her. Applications will be forwarded to the Area II Deputy Garrison Commander for final approval.

i. Distinguished Visitors may be sponsored and approved by the ADCofS, USFK or the Area II Commander. DV's approved by USFK will be routed through the Area II Law and Order Office to the Area II PMO Pass and ID section for system accountability.

j. U.S., KN, and third country personnel who are not employed by the U.S. Government and require frequent access to an Area II installation for official U.S. military business can be issued a vehicle Bar-coded Safety Decal after complete justification for said decal has been provided by the sponsor.

IMKO-AB-PL-LO

SUBJECT: Non-SOFA Plated Vehicle Decal Program

k. Pursuant to a Memorandum of Understanding (MOU), dated 12 June 1986 between USFK and the Korean Employees Union, certain employees below the minimum grades stated above, who had vehicle access privileges before the date of the MOU, retained this privilege after the agreement. Employees must provide proof of the vehicle access privilege before the MOU, to the Area II PMO Pass and ID office before a vehicle decal will be issued.

l. Employees who do not meet the minimum grade requirement of para 6.k. may be sponsored for a decal based on the need of the employee and supervisor's recommendation. Full justification must be provided to the Area II Law and Order Office before approval is granted. Employees receiving decals as an exception under this paragraph are not guaranteed a future renewal. If at renewal the Area Commander deems the individual's circumstances no longer justify a vehicle decal, the past approval will not "grandfather" the individual's request.

m. The vehicle Bar-coded Safety Decal remains U.S. Government property and may be recalled or revoked at the discretion of the Area II Commander.

n. The vehicle Bar-coded Safety Decal will be permanently affixed to the vehicle with its own adhesive and only displayed as indicated below:

(1) Attach to the lower left-hand corner of the vehicle windshield (driver's side).

(2) Installation ID tabs will be affixed directly below the decal. Expiration date decal will be affixed to the left side of the decal.

(3) Vehicles with expired date tabs will be denied access and the tabs confiscated.

o. Vehicle Bar-coded Safety Decals not physically attached (such as laminated and lying in the vehicle dashboard) will be confiscated.

p. Vehicles are authorized access for only those installations or areas denoted by their installation ID tab. The USFK-wide installation ID tabs, when authorized by the USFK PM, will be honored for access to any Area II installation, consistent with hours and days indicated on the driver's 37EK, except restricted areas.

q. Any sponsor requesting a USFK-wide decal must submit the application through the USFK PM.

IMKO-AB-PL-LO

SUBJECT: Non-SOFA Plated Vehicle Decal Program

r. Membership in any club or organization does not guarantee issuance of a vehicle Bar-coded Safety Decal. Sponsors must be 03 / GS-9 or above from either para 6. B. (1) or (2). The Area II commander's designated representative will make the decision on a case-by-case basis.

7. DECAL SPONSORSHIP. Sponsorship authority is limited to US government organizations or individuals as indicated below:

<u>ORGANIZATION/INDIVIDUAL</u>	<u>SPONSOR AUTHORITY</u>
Distinguished Visitor	ADCoFS, USFK
Direct-hire Employees, KGS 7 or above and KWG 9 or above	Command or directorate where individual works
Contractors	CCK (Also approval authority) and Area II Commander
Other Contractors	(e.g. AAFES, Agency concerned FED, etc.)
AAFES Employees	AAFES CPO
NAF Employees Korean Service Corps (KSC)	Directorate where individual works Duty Organization of KSC personnel
Authorized Non-AAFES concession employees	Area II Commander
ROK Military and Civilians Directly Assigned or attached to HQ, CFC	Assistant Chief of Staff, J1, USFK
Law Enforcement	Area II Commander & Area II Provost Marshal
Community service organizations, bona fide private organizations, and community service volunteers	Any of sponsors listed in para 6. b. (1) (2)

IMKO-AB-PL-LO

SUBJECT: Non-SOFA Plated Vehicle Decal Program

ORGANIZATION/INDIVIDUAL

SPONSOR AUTHORITY

Non-U.S. UNCMAC members
and third country armed forces
members under UNC, Neutral
Nations Supervisory Commission
and UN development program
members

UNCMAC Secretariat

Civilian or Foreign Military Press
(Must be escorted at all times)

USFK PAO and/or Area II PAO

Honorary members of
Area II military clubs

Area II Commander

Individuals with recurring Official
Business

03 / GS-9 equivalent or above Sponsor listed in
para 6. b. (1) (2)

8. DECAL ISSUING AGENCY: Only the Area II Pass and ID office may issue decal media.

9. DECAL ACCOUNTABILITY:

a. Vehicle Bar-coded Safety Decals are serial numbered and accountable. The accountability procedures outlined in USFK Reg 190-7 will be adhered to.

b. Only Personnel from the Area II PMO Pass and ID office will apply vehicle decals to the windshield. MPs will remove decals upon expiration of the decal or at the owner's request (e.g., sale of a vehicle etc.). Vehicles found on the installation or attempting to enter the installation with an expired decal will be stopped, and the vehicle decal removed by MPs or access control personnel. Access will be denied pending a revalidated authorization. Decal residue will be returned to the Area II PMO Pass and ID office.

10. DECAL ISSUE PROCEDURES:

a. Only one vehicle per family is authorized to be registered. Contractors will be limited to only those vehicles necessary to fulfill contractual requirements (vehicle requirements not included in contracts, to include type and number required, will not be issued any type of access media). The following documents will be required:

IMKO-AB-PL-LO

SUBJECT: Non-SOFA Plated Vehicle Decal Program

(1) A completed USFK Form 195 (Application for DoD Vehicle Registration Decal), signed by the sponsor.

(2) A copy of a valid insurance policy, IAW USFK Reg 190-1.

(3) A valid vehicle operator's license, ROK or USFK as appropriate per USFK Reg 190-1.

(4) A copy of the current safety inspection certificate.

(5) A copy of the valid registration in the name of the applicant. If the vehicle is registered in the spouse's name, a copy of the family register must be provided.

(6) A valid USFK Form 37EK in the name of the applicant, (except personnel possessing DoD identification). Vehicle Bar-coded Safety Decals will not be issued to personnel whose 37EK expires within 30 days.

b. Vehicle Bar-coded Safety Decal will expire one year from the date of issue or upon expiration of USFK Form 37 EK, whichever is sooner. Vehicle Bar-coded Safety Decals will not be issued to personnel if any of these documents are going to expire within the next 30 days.

11. TRAFFIC LAWS: Operators/owners of non-SOFA vehicles bearing a vehicle registration decal will operate their vehicle IAW USFK Regulations and Korean traffic laws while on an Area II installation. Sponsors are required to brief operators that it is a privilege to operate a vehicle on an Area II installation. Repeated or serious violations will result in revocation of privileges.

12. HONORARY CLUB MEMBERSHIP:

a. Agreements reached under the U.S./ROK SOFA authorize Area II to offer honorary club membership to 500 KN civilians. Korean civilian memberships are restricted to those officials of the central or local government, officers of corporations, or community leaders who maintain a close cooperative relationship with Area II installations.

b. Membership in any Area MWR club does not guarantee issuance of a vehicle Bar-coded Safety Decal. For each individual requesting issuance of a vehicle decal a completed USFK Form 195 (application for DoD vehicle Registration decal) must be submitted with complete justification. All requests must be processed initially through the Area II DCA. The Area II commander's designated representative will then make the decision on a case-by-case basis.

IMKO-AB-PL-LO

SUBJECT: Non-SOFA Plated Vehicle Decal Program

Club memberships will only be processed through the Area II DCA and will not be included in any other sponsor's decal application process.

13. THIRD COUNTRY DIPLOMATS:

a. Diplomatic plates do not give automatic access to an Area II installation. Third country diplomatic personnel may be granted access to an Area II installation if they are honorary members of the Hartell House. They may also be granted access for official business purposes.

b. Vehicle access of non-U.S. diplomatic personnel without a vehicle Bar-coded Safety Decal is restricted to Gate 52, along X Corps Blvd to Embassy housing vicinity X Corps Blvd.

14. ADMINISTRATIVE SANCTIONS: Individuals who violate provisions of this Command Policy are subject to administrative disciplinary sanctions, including the denial or limitation of access to areas/installations IAW USFK Reg 190-7.

15. EXCEPTIONS TO POLICY:

a. Personnel requesting an exception to policy concerning this Command Policy must forward their request to the Area II Support Activity, Attn: Law and Order Office, APO AP 96205.

b. Exceptions concerning this Command Policy previously approved before this current Command Policy takes affect will no longer be authorized or approved. Exceptions to policy that are approved after this Command Policy takes affect, will be authorized or approved for a one year period, unless specifically stated in writing by the Deputy Garrison Commander, Area II.


c. Personnel requesting an exception to policy concerning any chapter, section or paragraph in USFK regulation 190-7 must submit their request:

Through Commander, Area II, ATTN: Law and Order, APO AP 96205

Through USFK Provost Marshal Office, FKPM-S, Unit #15306, APO AP 96205-0010

For Deputy Chief of Staff, USFK, Unit #15237, APO AP 96205-0010

Distribution: A


RONALD C. STEPHENS
COL, SC
Commanding

IMKO-AB-PL-LO
SUBJECT: Non-SOFA Plated Vehicle Decal Program

APPENDIX A

REFERENCES

Section I. Required Publications

USFK Reg 190-1 (Motor Vehicle Traffic Supervision).
USFK Reg 190-7 (Installation Access Control System).
USFK Reg 190-50 (Law Enforcement Procedures in Korea).
U.S./ROK Status of Forces Agreement (SOFA).
Memorandum: Morale, Welfare, and Recreation, dtd: March 1994, (Membership in USFK Military Clubs).

Section II. Related Publications

AR 190-5/
AFI 125-14/
OPNAVINST 11200.5C (Motor Vehicle Traffic Supervision)

AR 210-10 (Administration)

AR 215-1 (Morale, Welfare and Recreation Activities and Non-appropriated Fund Instrumentalities)

AR 600-20 (Army Command Policy)

USFK Reg 525-13 (USFK Force Protection Program)

USFK Reg 690-1 (Regulations and Procedures-Korean Nationals)

Section III. REQUIRED FORMS

DD Form 2 (Series) (U.S. Military, Active, Retired, Reserve Identification Card)

DA Form 5431 (Army Guard/Reserve Family Identification Card)

IMKO-AB-PL-LO

SUBJECT: Non-SOFA Plated Vehicle Decal Program

Section III. REQUIRED FORMS

UNC Form 4	(United Nations Command Identification Card)
USFK Form 37EK	(USFK Installation Pass)
USFK Form 82	(Application for Temporary/Permanent Post Pass)
USFK Form 195	(Application for DoD Vehicle Registration Decal)
USFK Form 196	(Justification for Issuance of USFK Access Media)
USFK Form 225EK	(Personal Background Statement)
USFK Safety Decal	

IMKO-AB-PL-LO
SUBJECT: Non-SOFA Plated Vehicle Decal Program

APPENDIX B

TRANSFER OF SPONSORSHIP AUTHORITY FORMAT

MILITARY LETTERHEAD

Office Symbol

Date:

MEMORANDUM FOR (Local Installation Pass & ID Office)

SUBJECT: Transfer of Sponsorship Authority

1. I have read and understand the duties and responsibilities of a sponsor, IAW Area II Reg 190-7. I am willing to accept these duties and responsibilities, and only sponsor personnel that have an official business or need to enter the installation.

2. As the newly assigned or appointed (company commander of, COR for contract(s), J/G 1,2,3,4,5,6, etc..), I have been provided a list of individuals that are currently sponsored by (COL, LTC, MAJ, MR, MRS, etc.) and have reviewed this list with him/her. I agree to accept complete sponsorship authority and responsibility for those personnel that were sponsored by (COL, LTC, MAJ, MR, MRS, etc.), with no exceptions/with the following exceptions: (Name of Individual(s), Pass#, Decal#). This/these individual(s) will have his/her/their pass(es) and/or vehicle decal(s) revoked immediately and returned to the pass and ID office.

Signature Block of Sponsor

Signature Block of Sponsor

Releasing Authority

Accepting Authority

IMKO-AB-PL-LO

SUBJECT: Non-SOFA Plated Vehicle Decal Program

GLOSSARY

SECTION I. ABBREVIATIONS

AAFES	Army and Air Force Exchange Service
CFC	Combined Forces Command
CPAC	Civilian Personnel Advisory Center
DoD	Department of Defense
DV	Distinguished Visitor
FPCON	Force Protection Condition
HQ	Headquarters
IAW	In Accordance With
ID	Identification
KID	Korean Identification Card
KN	Korean National
MAC	Military Armistices Command
MP	Military Police
NAF	Nonappropriated Fund(s)
PAO	Public Affairs Office
POC	Point Of Contact
PMO	Provost Marshal Office
ROK	Republic of Korea
ROKA	Republic of Korea Army
SOFA	Status of Forces Agreement

SECTION I. ABBREVIATIONS

UNC	United Nations Command
U.S.	United States
USFK	United States Forces Korea

SECTION II. TERMS

Access media. Items of ID, either personal or vehicular, used to determine access eligibility to USFK installations.

Community service volunteers. Unpaid personnel who visit USFK installations for volunteering services for 16 hours or more per month. This group includes those volunteers whose work contributes to the morale and welfare of the military community as decided by the installation commander.

Contractor hire. A person hired by an employer contracted with the U.S. Government.

Direct hire. Personnel hired for permanent positions on the contract-manning table with Regularly assigned full-time tours of duty.

Disinterested party. An individual in the grade of E-7 and above (civilian equivalent), not having an affiliation with the responsible agency.

Distinguished Visitor (DV). Only persons holding Vice minister level positions in the ROK Government; or those selected individuals of equivalent importance as approved by the USFK, Deputy Chief of Staff.

FPCON. Stages of alert and readiness in response to actual or preceded threat against USFK personnel and/or installations.

Government employee sponsors. An individual who is appointed in writing to be held responsible for the actions of sponsored individuals on USFK installations.

Non-affiliated person. An individual with no recurring official business/reason to access the installation except for social purposes.

IMKO-AB-PL-LO

SUBJECT: Non-SOFA Plated Vehicle Decal Program

Official business. A term used to limit entry onto an installation to those individuals required to meet mission objectives. Official business is limited to activities directly supporting the mission of the command or the health, welfare, or morale of members of the command. Social activities that promote the political aims of the U.S. or relationships with our allies are considered to support the mission of this command.

Sponsor. Designated U.S. military personnel and DoD civilians who are allowed to authorize the issuance of vehicle Bar-coded Safety Decal to appropriate personnel.

Third Country Nationals. Any individual who is not of U.S. or ROK nationality as determined by his/her passport, ID card, or other means of identification.

IMKO-AB-PL-LO

SUBJECT: Non-SOFA Plated Vehicle Decal Program

APPENDIX A

SAMPLE VEHICLE ACCESS DOCUMENT REQUEST

Appropriate Letterhead

Office Symbol (190-7)

Date

MEMORANDUM THRU Servicing Pass and ID Office

FOR (Commander) or (Deputy Commander) Area II Support Activity

SUBJECT: Justification for USFK Vehicle Access Documents Request for Mr/Ms last name, first name, KID, SSN, or appropriate identification number.

1. On behalf of organization (18th MEDCOM, N1, 51st Operations Group, etc) I request an installation (specify installation), area (specify area), Eighth Army-Wide or USFK-Wide Vehicle Safety Decal and Installation Tab for Mr/Ms last name, first name. Below I have provided all required information and enclosed all supporting documents.

2. Required Information.

a. Mr/Ms last name works as a XXXXXXXXX at..., serves the command in XXXXX capacity, or provides XXXXXX services for the command. He/She requires access to the requested installations for list reasons/purposes.

b. Below is a listing of requested installations with frequency of access.

Camp A	Daily
Camp B	once a month
Camp C	twice a year
etc. etc.	

c. I request access for Mr/Ms last name through FPCON xxxx (Alpha, Bravo, Charlie, Delta). See the applicable portion of Chapter 2 for FPCON limitations.

d. Mr/Ms last name requires access days of week/hours (Monday through Friday 0630-1730, Monday 0001 to Sunday 2400, etc) with ESCORT Privileges of X (0-4) personnel and Y vehicle (0 or 1). See the applicable portion of Chapter 2 for escort privilege limitations.

IMKO-AB-PL-LO

SUBJECT: Non-SOFA Plated Vehicle Decal Program

APPENDIX A

SAMPLE VEHICLE ACCESS DOCUMENT REQUEST

e. I have interviewed the applicant and it has been revealed the he/she does/does not have derogatory information in their personal history. If they do have derogatory information in their personal history, it must be included in memorandum format.

3. If approved Mr/Ms last name's supervisor or a representative of my staff will counsel the recipient on the purpose and privileges of accessing USFK installations with a privately-owned vehicle.

4. I have reviewed USFK Reg 190-7, specifically Chapter 2 and applicable sections of USFK Reg 190-1 and believe this packet is administratively correct. It fully and accurately portrays the basis for Mr/Ms (last names) request for USFK vehicle access media. However, if there is a problem or you need further information, please contact my POC (not recipient) at phone number.

6 Encls

1. USFK Form 195 (typed & signed)
2. Copy of 37 EK (Auto) / KID or passport
3. Copy of Valid Auto Insurance
4. Copy of Valid USFK or ROK Drivers License
5. Copy of Current Safety Inspection Certificate
6. Copy of Valid Vehicle Registration (ROK or USFK)

Signature &

SIGNATURE BLOCK

NOTES:

1. This example uses Department of the Army established memorandum procedures. Other components may use appropriate service formats as long as all required information is provided.
2. Enclosures will vary slightly depending on the category of the individual and the types of access privileges requested. Chapter 2, paragraph 2-4 lists additional required enclosures such as a copy of the current ID if this is a renewal application.
3. The request authority should submit individual and vehicle access documents concurrently.

IMKO-AB-PL-LO

SUBJECT: Non-SOFA Plated Vehicle Decal Program

APPENDIX B

Vehicle Decal Display

USFK
JULY 2005
SAFETY
123456789

YONGSAN

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SUBJECT: Non-SOFA Plated Vehicle Decal Program

APPENDIX B

Vehicle Decal Display

USFK
JULY 2005
SAFETY
123456789

YONGSAN